

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials
1. <i>EO/DDA</i>		<i>[Signature]</i> 28 JUL 1983
2.		
3. <i>SSA/DDA</i>		<i>REAR</i>
4.		
5. <i>Registry</i>		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1-3: Hank - pls pass in to CPB. done 29/8/83

B.A. - ce to D/GF + D/OZ pls. done 29 JUL 1983

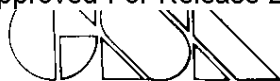
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1981 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206



Services  
Administration

Federal Supply  
and Services

Washington, DC 20406

8 E. 11"

DD/A Registr.  
83-1702

Mr. Harry E. Fitzwater  
Deputy Director of Administration  
Central Intelligence Agency  
Washington, DC 20505

DD/A REGISTRY  
FILE: 30-13

Dear Mr. Fitzwater:

The General Accounting Office has recommended that the General Services Administration (GSA) provide information on the Federal contract airline program to all Federal agencies for dissemination to Government cost-reimbursable contractors.

Government cost-reimbursable contractors traveling on official business are authorized to obtain air transportation service under GSA's airline contract program. These services may be obtained through use of the following:

First, when a Government Transportation Request (GTR), Standard Form 1169, is used, airline reservations will be made directly with the contract carrier or through a contract airline ticket office, Scheduled Airline Traffic Office (SATO), Government travel office, or Federal Travel Management Center.

Second, as an alternative to the GTR, 9 of 21 contract airlines (see enclosed list) have agreed to accept a letter on a trip-by-trip basis that would identify the holder as a Government cost-reimbursable contract employee traveling on official Government business and authorized to use contract fares. The identification letter must be presented to the airline company at the time the ticket is purchased. Payment must be made by cash, check, or credit card. This administrative procedure requires agencies to develop a form memorandum on the appropriate agency letterhead to identify each trip as official travel. The information that must be included is indicated on the sample memorandum enclosed. These forms must be personally signed by the authorizing official(s) and should only be used when the contractors are traveling on official Government business. Please provide participating airline companies with the name(s) and signature(s) of the authorizing personnel for your agency so that the airline contractors can disseminate this information throughout their reservation system.

Cost-reimbursable contractors are exempt from mandatory use of this contract; therefore, based on space available, the contract airline may, but is not required, to furnish any requested services to nonmandatory users. However, all exempt personnel are encouraged to obtain contract services when available from contract airlines.

2

If your contractor employees will be participating in this program, please notify GSA. Please forward your response to:

General Services Administration  
Program Development and Evaluation Division (FTE)  
Crystal Mall Building #4, Room 406  
Washington, DC 20406

Please note the alternative procedure of using an identification letter is only valid on travel conducted during this fiscal year. As of October 1, 1983, cost-reimbursable contractors must use a GTR to obtain contract air fares.

We encourage you to utilize the city-pair program whenever possible. Any savings obtained by cost-reimbursable Government contractors would result in a direct savings to the Government. We appreciate your interest and support of our airline contract program.

Sincerely,



L. L. MITCHELL  
Assistant Administrator

2 Enclosures